



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-668

Date: February 28, 2012

3 FAM 1810 FAMILY ADVOCACY PROGRAM (CHILD ABUSE, CHILD NEGLECT, AND DOMESTIC VIOLENCE)

Changes

1. This Change Transmittal, in addition to editing changes, issues the following revisions to 3 FAM 1810:
 - **3 FAM 1811.2, Applicability:** The procedures involving locally employed staff will take into account local law as well as the cultural and social norms in a particular country to include the assistance of local authorities, mechanisms, and resources that may exist. Seek guidance from the family advocacy committee in cases involving locally employed staff;
 - **3 FAM 1811.4, Definitions:** Child abuse includes sexually explicit conduct such as unlawful penetration with an object. Domestic violence is any act or threat of imminent violence;
 - **3 FAM 1813.2-1, In the United States:** Individuals at the Department must report suspected child abuse to the Professional Responsibility Division (DS/ICI/PR) in Washington, DC. Investigations of child abuse occurring in the United States are the responsibility of State and local law enforcement authorities. DS/ICI/PR will monitor the investigation and report the findings to the Office of Employee Relations in the Bureau of Human Resources (HR/ER) and the Office of Personnel Security and Suitability in the Bureau of Diplomatic Security (DS/SI/PSS) for adjudication and/or discipline against any employee suspected of child abuse;
 - **3 FAM 1814.1, Reporting Child Neglect:** At the Department, any person who suspects child neglect should report such information to

the Professional Responsibility Division (DS/ICI/PR). The Professional Responsibility Division (DS/ICI/PR) maintains records for each case of reported child abuse. At post, the family advocacy officer (FAO) is responsible for creating a post family advocacy case file;

- **3 FAM 1815.1, Reporting Domestic Violence:** In cases where there is evidence or allegations of criminal misconduct, as noted in paragraph a of this section, the Professional Responsibility Division (DS/ICI/PR) will coordinate with the Department of Justice and/or U.S. Attorney's office to determine if the actions reported warrant criminal prosecution; and
 - **3 FAM 1816.1, Maintenance of Records:** At Department headquarters the Office of Mental Health Services (MED/MHS) is responsible for creating a family advocacy case file.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
 4. The office responsible for the material in this subchapter is the Bureau of Diplomatic Security's Professional Responsibility Division (DS/ICI/PR). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 1810 (TL:PER-446; 06-26-2002) and insert revised subchapter 3 FAM 1810 (CT:PER-668; 02-28-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-668, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.